



ENCROACHMENT AGREEMENT SUBMITTAL CHECKLIST E-6

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project No. _____ Project Name _____
Plan No. _____ Permit No. _____ Project Engineer _____

CHECK AS APPROPRIATE: ☐ Initial Submittal ☐ Resubmittal ☐ Final Submittal

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for initial submittal. To schedule the appointment, call 442-339-2750 or email landev@carlsbadca.gov
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- In addition to the required hardcopies, submit PDF's of all items. See digital submittal standards on page 2.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted.
- ☐ 3. Completed and signed Engineering Plancheck Application form (E-23)
- ☐ 4. 1 copy of property description in the form of a Grant Deed or Title Report
- ☐ 5. 1 copy of legal description of property, Labeled Exhibit A
- ☐ 6. 1 copy of legal description of city easement underlying encroachment, Labeled Exhibit B
- ☐ 7. 1 copy of 8½ x 11" plat, to scale, showing location and type of encroachment, Labeled Exhibit C
- ☐ 8. Processing fee (see fee schedule)
- ☐ 9. One copy of other supporting documents or information as necessary
- ☐ 10. Brief description of encroachment: _____
- ☐ 11. Reasons for encroachment: _____

FOR RESUBMITTAL: THE FOLLOWING ITEMS MUST BE INCLUDED:

- ☐ 1. This resubmittal checklist.
- ☐ 2. Copy of previous city transmittal.
- ☐ 3. All previous checkprints and documents with planchecker's comments.
- ☐ 4. 1 copy of all corrected legal descriptions, plats and documents as indicated in the city's previous transmittal.

FOR FINAL SUBMITTAL: THE FOLLOWING ITEMS MUST BE INCLUDED:

- ☐ 1. Copy of previous city transmittal.
- ☐ 2. Copy of all previous checkprints and documents with planchecker's comments.
- ☐ 3. Originals of all corrected legal descriptions, plats and documents as indicated in the city's previous transmittal.
- ☐ 4. Original Encroachment Agreement, signed and notarized

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



Digital Submittal Standards for Exhibits and Documents E-6

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Initial Submittal Standards for Exhibits and Documents

- All PDF submittals shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, etc.)

Resubmittal & Final Submittal Standards for Exhibits and Documents

- All PDF submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application